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Uniting Online – Multitrans

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Please note that Names and balances used in these instructions are fictional.

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MultiTrans

MultiTrans allows you to load batches of transactions for payment now, in the future or for regular transactions. A benefit is that you can load details of regular payments that you make and pay them as a batch rather than as individual transactions. You can have the batch amount debited to the investment as a single payment amount or as individual amounts. You can load batches manually or by uploading files created by payroll type programs that create CEMTEX or aba files.

For Church Organisations the 'Multitrans' option is a better method for making payments than using 'Personal Payees' option because of how the information is stored; i.e.

- 'Personal Payee' information is stored on the file of the Uniting Online user loading the detail (usually the Treasurer).
- Multitrans the information is stored on the file of the organisation and can be loaded, viewed or amended by any authoriser for the organisation's investment(s).




Therefore, the stored information is not affected when signatories are changed, removed or added to the organisation's investments. If you want more details do not hesitate to contact our friendly staff on 1300 133 673 during normal business hours.


Where to find Multitrans

To load Multitrans , login to Uniting Online as normal and click on the **Transact button** and then select **Multitrans**

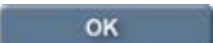
Manual Multitrans


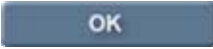
When manually loading payee details in Multitrans you can only have 'like entries' in each batch, this means only internal transfers in 'Transfer' batch, Cheques in 'Cheque' batch etc however you can combine internal and external transfers in 'External Transfers' batch as Uniting Online separates the transactions prior to processing.

Step 1.1	Select Batch type from  ,  or  . The details required after that will vary depending on the transaction type.
Step 1.2	Batch Description - The description is used to identify the batch later in the Transaction Batch Listing. The description can be altered at a future date if required.
Step 1.3	From Investment - Select an Investment from the 'From Investment' list. We suggest you select your working 'At Call' Investment This can be altered at a future date if required.
Step 1.4	Post as Total – Leave the '✓' if you want the total of the transactions to appear as a single transaction in your investment. This can be altered at a future date if required.
Step 1.5	Reference (to Appear on Statement) - Enter a Reference. This will appear on the statement of the investment selected in Step 1.3. It does not show on the statements of the payees in the batch. It can be the same or different to Step 1.2. This can be altered at a future date if required.
Step 1.6	Save the Batch.

Step 1.7	Adding payees to the Batch. You can select existing Personal Payees by clicking on the drop down menu with the word 'New Payee' and selecting the payee. To add new payees that are not in your Personal Payees click on 
Step 1.8	Batch Payee Description - Enter a Batch Payee Description that identifies this payee ie A Smith
Step 1.9	BSB Number - Enter the BSB (Bank State Branch) number. Use numbers only, No dashes or spaces.
Step 1.10	Account Number - Enter Account Number. Maximum of 9 numbers. No letters, dashes or spaces allowed.
Step 1.11	In the Name of - Enter Account Name of Payee. Only allowable characters are letters, numbers, - and & . (No full stops, slashes or brackets allowed)
Step 1.12	Reference - Enter Reference which is to appear on the payee's statement. Maximum of 18 characters.
Step 1.13	Amount - Enter amount. If you are loading for future use you can load an amount of \$0.00. Each time you want to pay this payee you can load the new amount at that time. When you open the batch the following time the default amount is the figure loaded when the payee was set up, ie \$0.00
Step 1.14	Add to Personal Payees - Delete the '✓' if you do not want the payee to be added to your Personal Payees.
Step 1.15	Save the payee.
Step 1.16	You can have separate batches for each payee or you can load more payees into the same batch. If you wish to do so repeat step 1.7 to 1.15 until all payees have been loaded. Save the batch.



Scheduling Multitrans Batches for Payment

Step 2.1	Go to Transact and MultiTrans to bring up the Transaction Batch List page. If there are no changes or the only change is the amount go to step 2.5 below. If you wish to make any changes to a batch select ' Change ' from the Actions column for the batch to be changed.
Step 2.2	To make any changes to a payee select ' Change ' from the Actions column for the Payee to be altered.
Step 2.3	Make the changes by highlighting the field and making the changes as required and then click on Save .
Step 2.4	Press Save to save the changes to the batch. Any changes here will be permanently saved in the batch.
Step 2.5	Click on Schedule or Re-Schedule for the batch to be processed.
Step 2.6	If applicable enter/amend the amounts to be paid for each payee. If there is a payment included in the batch which is not being paid, amend/leave the amount as Nil (leave the amount as \$0.00). Enter the Payment Date by selecting the date from the drop down calendar. If your browser does not support the drop down calendar enter the date as DD MMM YY ie 18 May 07. Then click on  .

Step 2.7	When another authoriser is required to complete the scheduling of the Batch there are two options. The 2 nd authoriser can load their Login and Access code immediately or  the batch for authorisation at a later time. A confirmation page will appear and click on  .
Step 2.8	If the second option from 2.7 is taken and the Batch is stored, the batch will show as ' Pending Authorisation ' in the status column.
Step 2.9	When the 2 nd authoriser approves the batch it will change from ' Pending Authorisation ' to ' Scheduled '.
Step 2.10	The status will remain as ' Scheduled ' until such time as Uniting Financial Services runs the batch processing system and processes the transactions. This is done several times each day. While the Batch status is ' Scheduled ' you can still make changes however it will need to be re-scheduled and if applicable re-authorised. Once the status has changed to 'Posted' it cannot be changed as the payments have been processed.
Step 2.11	Once the batch has been ' Posted ' you can view the history of any batch by selecting ' History ' for the batch on the ' Transaction Batch List '
Step 2.12	Next time you want to Re-Schedule the batch the amount will have reverted to the ' Regular Amount ' which is the amount originally entered when loading the payee or the last amount entered when the payee had changes made.



Upload Multitrans Files (aba files)


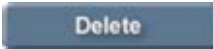
Uniting Online users can upload files of credit transactions for multiple transaction processing. The files need to be in CEMTEX format (also known as 'aba' files) produced by popular 3rd party programs such as MYOB.

Step 3.1	Click on the  button. The 'Load a Batch of Credit External Account Transactions' screen is displayed. This batch can have both External and Internal transfers.
Step 3.2	Document Type - Select the appropriate 'Document Type' from the drop down list.
Step 3.3	File Location - Enter the 'File Location' including the file name, or click on the Browse button and select the file.
Step 3.4	Batch Description - Enter a 'Batch Description'. The description is used to identify the batch later in the Transaction Batch Listing. The description can be altered at a future date if required.
Step 3.5	From Investment - Select an Investment from the 'From Investment' list. We suggest you select your working 'At Call' Investment. This can be altered at a later date if required.
Step 3.6	Post as Total – Leave the '✓' if you want the total of the transactions to appear as a single transaction in your investment. This can be altered at a future date if required.
Step 3.7	Reference (to Appear on Statement) - Enter a Reference. This will appear on the statement of the investment selected in Step 3.5. It does not show on the statements of the payees in the batch. It can be the same or different to Step 3.4.
Step 3.8	Click on the  button.

Step 3.9	After the batch has successfully uploaded, you are returned to the Transaction Batch List and the status of the batch will show 'new' or 'new-contains errors' (refer Notes on Uploading Multitrans Batches below)
Step 3.10	After the errors have been fixed you can delete the file from the Uploaded Batches. This will not delete the file from the Transaction Batch List at the top of the screen.
Step 3.11	To Schedule the batch for payment refer steps 2.5 to 2.12

Multitrans Batch Errors

New – Contains upload errors	
Step 4.1	If there are any invalid entries (e.g. invalid characters in the account names, BSB codes, etc), then the Status will display as 'New - contains upload errors'. You will need to click on Change link for the batch.
Step 4.2	Then select click on the Change link for the incorrect Payee(s) in the batch.
Step 4.3	Enter the correct details in each field and then click on  .
Step 4.4	After all changes have been made click on  to save the changes to the batch.

Upload batch errors	
Step 5.1	If the batch does not show in the 'Transaction Batch List' check to see if it is listed in the Uploaded Batches with a status of Show Errors . If this is the case the whole file has been rejected.
Step 5.2	The whole batch may reject if there are discrepancies in the data, e.g. a mismatch of transaction totals to the batch totals, or a mismatch of transaction count to total transactions. For this type of error, you will need to determine the cause, fix the source data and upload the batch again. To view details of the Uploaded Batch, click on the Show Errors link for the batch.
Step 5.3	Once you have determined the reason for the failure click on  .
Step 5.4	You can delete the details from the 'Uploaded Batches' list by using the  button for the appropriate item.
Step 5.5	When you have rectified the errors in the file, upload the file again.